

# **Process for Performance Evaluation**

## **Eau Claire City-County Health Department Director**

**The performance evaluation is conducted annually in June.**

### **Three months prior to performance evaluation**

Present as Action items on Board of Health (Board) meeting Agenda:

- Process for Annual Performance Evaluation, Eau Claire City County Health Department Director
- 3 separate questionnaires for Director Performance Evaluation to obtain feedback from Board members, community partners, and staff
- After reviewed by Board, Board President sends Director Performance Evaluation questionnaires to City of Eau Claire IT manager to enter or update online using a survey tool.

### **Six weeks prior to the performance evaluation**

- Board members Complete online questionnaire for Director Performance Evaluation for Board Members.
- Community partners Select a minimum of 10 community partners to complete the online Director Performance Evaluation for Community Partners/Stakeholders. Suggested community partners are City Manager, County Administrator, City Human Resources Director, director of the Wisconsin Division of Public Health Western Regional Office, Hospital Administrators (Mayo Health System and Sacred Heart Hospital), Healthy Communities Chair, Chamber of Commerce, and others suggested by Board members. Send an email with link to complete online questionnaire with deadline for completion. Follow-up with a second email to encourage participation.
- Staff All Health Department staff may voluntarily complete the online Director Performance Evaluation for Staff. Staff replies to the evaluation are anonymous. Send an email with link to complete online questionnaire with deadline for completion. Follow-up with a second email to encourage participation.
- Director Completes same online Director Performance Evaluation as Board members, which includes progress toward prior year's goals, areas of challenge or concern and other items the Director wants the Board to know.
- Questionnaires should be completed within 2 weeks from when they are received.

**Month prior to the performance evaluation**

- If the Board deems necessary, the Board may schedule a closed session to discuss questions on the Director Performance Evaluation questionnaire and review any other pertinent information.
- Board President prepares report of results of completed online surveys and distributes to the Board at least one week prior to the June Board meeting.
- Board members receive information packet with 1) copy of Director's job description, 2) current compensation and compensation steps, and 3) reports of results of all completed questionnaires from Director, Board members, staff, and community partners.

**Board process for completing performance evaluation**

- At the June meeting's closed session (without Director present) Board reviews and discusses results of evaluations from Board, staff, community partners, Director's self-evaluation, and discusses compensation for Director. Director then joins the closed session and with a majority of Board members present, the results of the evaluation are discussed with the Director.
- The Board returns to open session and votes on the Director's compensation for the following year.
- Based on the closed session discussion, the Board President writes a letter summarizing the performance evaluation, including a summarized version of the narrative comments from the performance survey.

**After performance evaluation**

- Board President sends the summary letter, results of evaluation, any changes in compensation, and closed meeting minutes to archive at City of Eau Claire Human Resources Department.
- Board President may keep a copy of all evaluation documents and closed meeting minutes.

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Approved by Board of Health 6-25-14